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Personnel

**★AFROTC PROFESSIONAL DEVELOPMENT TRAINING AND
SPECIAL PROGRAMS**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction prescribes policies and procedures for managing the Professional Development Training (PDT) Program, the Base Visit Program, and the Air Force Reserve Officer Training Corps (AFROTC) Flight Orientation Program. It prescribes the policies and procedures governing all AFROTC programs and activities requiring support by military aircraft. It explains the requirements and policies for transporting AFROTC cadets, institutional officials, and representatives of news media by military aircraft in support of motivation, orientation, and retention programs. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This instruction applies to all senior AFROTC detachments and region offices. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C., Chapter 103, and E.O. 9397. System of records notice FO36 AETC I, Cadet Records apply.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. References to AFOATSI have been replaced by AFROTCI. References to the Rising Sophomore Program have been added. The AFROTC/CAP Flight Orientation Program has been renamed AFROTC Flight Orientation Program (FOP). All references to Civil Air Patrol (CAP) charter fees and cadet membership fees have been deleted. References to BREX and PENT have been deleted.

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Chapter 1

Professional Development Training (PDT)

1.1. Overview.

1.1.1. Deviations and Waivers. Do not deviate from the policies and guidance in this Air Force Reserve Officer Training Corps Instruction (AFROTCI), except when necessary to protect personnel or equipment from an unsafe situation not covered by this AFROTCI, and immediate action is required. Report deviations or exceptions without waiver through channels to HQ AFROTC/DOXS.

1.1.1.1. Waiver authority for the contents of this document is HQ AFROTC/DO unless otherwise specified in this instruction.

1.1.2. Objectives. To help cadets gain knowledge of the leadership challenges in management and human relations encountered by a junior Air Force officer and to motivate cadets toward becoming an Air Force officer through a variety of summer training programs.

1.1.3. General Eligibility Criteria.

1.1.3.1. PDT is available to contracted cadets who have completed Field Training (FT) (see AFROTCI 36-2010, *AFROTC Field Training Program*) and to qualified AS100 cadets in select programs identified herein.

1.1.3.2. Field Training Deferred Cadets. AS300 cadets who have been deferred or otherwise not attended FT are eligible for Operation Air Force (OAF) immediately following completion of FT. Cadets attending FT who will not have another opportunity to participate in PDT due to a previous deferment (i.e., AS400 and completed cadets) are eligible. However, they must successfully complete FT prior to PDT attendance, must not have previously attended the same PDT at anytime in the past, and have at least one quarter or semester of college remaining after PDT attendance.

1.1.3.3. Contract and non-contract cadets failing to meet required military, weight, physical fitness retention standards, or not in good academic standing (as determined by the academic institution the cadet is attending) at the time of nomination or prior to departing for training, are not eligible to participate in PDT. Exception: AS100 non-contract cadets need only meet program unique requirements in addition to weight standards and be in good academic standing. The governing directive for academic and military retention standards is AFROTCI 36-2011, *Administration of Senior AFROTC Cadets*. Weight and physical fitness standards are outlined in AFROTCI 36-2007, *AFROTC Weight and Fitness Programs*.

1.1.4. PDT Programs. Descriptions and qualifications for these programs are found in [Attachment 2](#).

- 1.1.4.1. Army Airborne Training (AAT).
- 1.1.4.2. Air Force Academy Freefall (AFAFF).
- 1.1.4.3. Air Force Academy Soaring (SOAR).
- 1.1.4.4. AS100 Special Training (ASSIST).
- 1.1.4.5. Combat Rescue Officer (CRO).
- 1.1.4.6. Combat Survival Training (CST).
- 1.1.4.7. Field Engineering and Readiness Lab (FERL).
- 1.1.4.8. Flight Awareness Summer Training (FAST).
- 1.1.4.9. Foreign Language Immersion (FLI).
- 1.1.4.10. Nurse Orientation Program (NOP).
- 1.1.4.11. Operation Air Force (OAF).
 - 1.1.4.11.1. OAF-Continental United States (CONUS).
 - 1.1.4.11.2. OAF-Office of Special Investigation (OSI).
 - 1.1.4.11.3. OAF-Space.
- 1.1.4.12. Rising Sophomore Program (RSP)
- 1.1.4.13. Spacelift (SPLFT). Note: This program is conducted year-round.
- 1.1.4.14. Special Tactics Officer (STO).

1.2. PDT Program Management Responsibilities.

- 1.2.1. HQ AFROTC/DOXS Responsibilities.
 - 1.2.1.1. Provide oversight and maintain overall responsibility for all PDT programs.
 - 1.2.1.2. Allocate quotas to region commanders.

1.2.1.3. Act as final approval authority for cadet actions pertaining to PDT (i.e., assignment changes, cancellations, requests to depart training early, etc.).

1.2.1.4. Produce cadet travel orders.

1.2.2. AFROTC Program Director Responsibilities. Individual PDT programs will be managed by a specific program director. HQ AFROTC/DOXS will manage AAT, ASSIST, CRO, FAST, NOP, RSP, SPLFT, and STO. AFROTC NW Region will manage AFAFF, CST, FERL, FLI, OAF, and SOAR.

1.2.2.1. Assign cadets, selected by region commanders, to specific training periods and training locations.

1.2.2.2. Coordinate all aspects of PDT with each participating base and maintain liaison with the host base PDT project officers (base directors) to ensure effective training.

1.2.2.3. Prepare and distribute supplemental information detailing program requirements, procedures, duties, and responsibilities of project officers and attending cadets.

1.2.2.4. Answer questions, and resolve issues regarding specific program requirements.

1.2.3. AFROTC Region Responsibilities.

1.2.3.1. Provide guidance to detachment commanders regarding distribution of region PDT allocations as well as specific requirements pertaining to preparing and submitting cadet nomination packages.

1.2.3.2. Review nomination packages received from detachments to ensure cadets meet the eligibility requirements contained in this instruction.

1.2.3.3. Select the “best” qualified cadets to participate in each PDT program based on the number of quotas received from HQ AFROTC/DOXS.

1.2.3.4. Coordinate on all detachment change and cancellation requests and forward those recommended for approval to the applicable AFROTC program director.

1.2.3.5. Prepare and maintain rank-ordered alternate listings for all PDT programs, and submit alternates to the applicable AFROTC program director as required.

1.2.4. AFROTC Detachment Commander Responsibilities.

1.2.4.1. Appoint a PDT project officer to oversee administration of the PDT program at the detachment.

1.2.4.2. Approve the detachment's rank-ordered list of cadet volunteers for each program. Submit this list to the region.

1.2.4.3. Submit a PDT after-action summary (paragraph 1.6.1.2).

1.2.5. AFROTC Detachment PDT Project Officer Responsibilities.

1.2.5.1. Brief cadets on PDT opportunities and ensure cadets clearly understand program eligibility requirements. Emphasize that PDT programs (except RSP) are voluntary. However, once selected for a program, PDT becomes a commitment.

1.2.5.2. Collect cadet volunteer information, verify cadet eligibility, and rank-order cadet volunteers by program. The detachment commander will review the rank-ordered listing and nominate qualified cadets to the region commander.

1.2.5.3. Ensure cadets selected to participate in PDT have completed all required paperwork, training, and have all required uniform items before they depart for PDT.

1.2.5.4. Ensure all cadet and unit actions, including checklists, are completed prior to the end of the spring term.

1.2.5.5. After PDT assignments have been announced ensure direct communication between the cadets and base directors is established. The detachment PDT project officer will contact the applicable AFROTC Program Director for assistance if he or she is unable to contact a base director within 10 days of the PDT start date or the end of the spring term—whichever is earlier.

1.2.5.6. Oversee arrangements for cadet travel.

1.2.5.7. Coordinate on and forward cancellation or change requests to the region office.

1.3. Cadet Volunteer and Selection.

1.3.1. Cadet Volunteer Process.

1.3.1.1. In general, cadet participation in PDT is voluntary. The Rising Sophomore Program (RSP) is the only exception and is mandatory for 4-year type I and II scholarship recipients. Cadets may volunteer for any or all of the PDT programs listed in paragraphs 1.1.4.1 through 1.1.4.14, provided they meet the eligibility requirements contained in this instruction and are nominated by the detachment commander. Use the AFROTC IMT 9, **Professional Development Training Volunteer Statement**, (PDT Volunteer Statement) allows a cadet to submit their AFSC interest and desired programs for professional development ([Attachment 3](#)).

Note: Cadets will be selected for no more than one PDT program annually. Exceptions: Cadets participating in Spacelift may also attend a summer PDT. Cadet Training Assistants (CTAs) may also be selected for one PDT assignment in addition to CTA duty (Note: CTA duty is a Field Training program).

1.3.1.2. A “Secret” clearance is required for participation in some PDT programs: CST, FERL, OAF-OSI, and OAF-SPACE. Detachment commanders will not select cadets to participate in these programs unless the cadets currently have a “Secret” clearance or the required security clearance paperwork has already been submitted for processing.

1.3.2. Selection Procedures.

1.3.2.1. Detachment commanders will nominate and rank-order qualified cadets for PDT based on the criteria provided by their region commander. HQ AFROTC/DOXS will provide specific instructions each year on the method and dates for detachments to provide the assignment nomination information.

1.3.2.2. Detachment nominations are sent to their respective region office. Region commanders will select the best qualified cadets for each program and forward the cadet information to the AFROTC program directors.

1.4. Post Selection Actions.

1.4.1. Processing Assignments and Orders.

1.4.1.1. Once the assignment process has been completed, HQ AFROTC/DOXS will transmit cadet assignment information to the detachments via electronic means.

1.4.1.2. HQ AFROTC/DOXS will compile information, publish and transmit cadet travel orders to the detachments. Detachments must review all cadet orders for accuracy.

1.4.1.3. Once initial assignments have been made, all change or cancellation requests must be submitted by the detachment commander to their region commander. If approved, region commanders will forward the requests through the applicable AFROTC program director to HQ AFROTC/DOXS (see paragraph 1.4.3 below).

1.4.2. Cadet Preparation.

1.4.2.1. Detachment personnel will ensure every cadet completes an AFROTC IMT 5, **Cadet Professional Development Training Assignment Briefing Checklist**, ensuring the cadet is familiar with his or her responsibilities and the responsibilities of the detachment, receiving location, and AFROTC Headquarters as he or she participates in the PDT program ([Attachment 6](#)), detachment personnel

will complete an AFROTC IMT 6, **Professional Development Training (PDT) Unit Processing Checklist**, ensuring each cadet is familiar with his or her responsibilities and the responsibilities of the detachment, receiving location, and AFROTC Headquarters as he or she participates in the PDT program ([Attachment 7](#)) on each PDT cadet.

1.4.2.2. Complete or update the following documents prior to each cadet departing for PDT and maintain at the detachment in the cadet's field personnel record group (FPRG).

1.4.2.2.1. DD Form 93, **Record of Emergency Data**.

1.4.2.2.2. AFROTC IMT 16, **Officer Candidate Counseling Record**. Advise cadets who volunteer and meet all qualifications of the risks to future commissioning and flying training if they sustain an injury during attendance at AAT, AFAFF, CRO, CST, or STO. Accomplish an AFROTC IMT 16 and maintain it in the cadet's FPRG (required for AAT, AFAFF, CRO, CST, and STO only).

1.4.2.2.3. SGLV-8286, **Servicemen's Group Life Insurance (SGLI) Election and Certificate**. Cadets attending PDT are eligible for SGLI during the period of travel to, from, and during training. Complete this form on every cadet participating in PDT. Direct questions concerning SGLI to AFOATS/SDF.

1.4.3. Cadet-Initiated Cancellations.

1.4.3.1. Cadets wishing to cancel their PDT assignments must receive both detachment and region commander approval. Cancellations may be granted only for mandatory summer school, humanitarian reasons, illness, injury, or irrevocable commitments that surface after the assignment is made. Note: Cadets who fail to notify their detachment commander of their intention to cancel their assignment and subsequently fail to report to PDT may be investigated for disenrollment from AFROTC.

1.4.3.2. The Detachment Commander must coordinate all cancellations through the region commander to the appropriate AFROTC program director.

1.4.3.3. HQ AFROTC/DOXS is the final approval authority for all cancellation requests.

1.5. Cadet Information.

1.5.1. Uniform Requirements. As a minimum, cadets must report to PDT with the uniform items listed in Figure 1. This list is not all-inclusive. Cadets are responsible for procuring any additional items not listed, at their own expense, in sufficient quantity, to support each

uniform combination (i.e., t-shirts, black socks, belts, etc.). Cadets will verify specific uniform and civilian clothing requirements with the base director at their training location before leaving the detachment for the summer. Note: A military school uniform is not an authorized Air Force uniform and will not be worn at any time during PDT.

Figure 1.1. PDT Uniform Requirements.

	Short Sleeve Blue Uniform	Service Dress Uniform	Battle Dress Uniform (NOTE 3)	Flight Suit (NOTE 1)	Flying Gloves (NOTE 1)	Athletic Shoes	Shorts (NOTE 2)	Civilian Clothes	Metal ID Tags
AAT			4			1		Yes	One Set
AFAFF	1		2 (NOTE 1)	1	1	1	3 (dark blue)	Yes	
ASSIST	1		2					Yes	
CRO			4			1	3 (black)	Yes	One Set
CST	1		2					Yes	One Set
FAST						1		Yes	
FERL	2	1	4					Yes	
FLI	See Attachment 2 Program Description								
NOP	2		1					Yes	
OAF	2		2	1				Yes	
RSP	2		2					Yes	
SOAR	1		2 (NOTE 1)	1	1	1	3 (dark blue)	Yes	
STO			4			1	3 (black)	Yes	One Set
SPLFT	1 (Patrick AFB)		1 (Vandenberg AFB)					Yes	

NOTE 1: If available in the detachment inventory, cadets may be issued a flight suit for activities listed. If flight suits are unavailable, BDUs will be worn for the PDT activity. Flight gloves are not mandatory items, however, if available in the detachment inventory, flight gloves may be issued to the cadet for activities listed. HQ AFROTC will not provide extra funding or flight suits/gloves for PDT.

NOTE 2: Dark blue or black shorts are purchased at the expense of the cadet, yet are required for participation in activities listed.

NOTE 3: Following PDT completion, cadets may retain up to 2 full sets of BDUs. If issued 4 sets for specific PDTs, cadets will return to inventory 2 sets of BDUs and retain 2 sets of BDUs.

1.5.2. Finance.

1.5.2.1. Cadet Pay Entitlements.

1.5.2.1.1. Training Day Pay. All cadets attending PDT, regardless of scholarship status, are paid for the number of days present for training. Training day pay is computed at the rate authorized by the *Department of Defense Pay Manual (DODPM)*, paragraph 580801. Cadets must be

loaded into the Cadet Pay System and have completed all required actions according to the AFROTC Cadet Payments Guidebook and FOATS/SDF.

1.5.2.1.2. Travel Pay. All cadets operating their privately owned vehicle (POV), regardless of CSP status, will receive reimbursement for travel up to the cost of the Government Travel Request (GTR) in accordance with (IAW) the *Joint Federal Travel Regulation (JFTR)*.

1.5.2.1.3. Per Diem is only authorized for AFROTC scholarship cadets. It is provided for authorized travel days to and from training (normally limited to 1 day in each direction).

1.5.2.2. Cadet Pay Reimbursement Procedures.

1.5.2.2.1. Training Day Pay. Upon completion of training, cadets should ensure the base director certifies the bottom of their travel order and hand-carries or mails it to their detachment to be forwarded to AFOATS/SDF for processing. Cadets will receive training day pay through electronic funds transfer upon completion of orders processing. The detachment commander may certify the bottom portion of the cadet's order if not certified by the base director. Note: Certified number of training days should match the number of days reported on the travel voucher.

1.5.2.2.2. Travel Pay. In order to receive travel pay/entitlements cadets must complete a DD Form 1351-2, **Travel Voucher or Subvoucher**. Upon returning home from training, cadets must complete and sign the voucher, attach all receipts, any unused tickets, three copies of orders and a copy of a deposit slip or voided check (for direct deposit requests) to the DD Form 1351-2. Advise cadets to either mail or hand-carry the completed voucher to their detachment for processing within 5 days of completing travel.

1.5.2.3. Billeting. Billeting charges for cadets attending PDT will be paid by a Government Purchase Card (GPC) maintained at HQ AFROTC/DOS. The base director is responsible for making reservations for AFROTC cadets. At check-in, AFROTC cadets will provide a copy of orders to the Air Force lodging facility. The Air Force lodging facility will fax a copy of orders and invoice with estimated lodging to HQ AFROTC/DOS.

1.5.2.4. Subsistence. Meals are available at the base airman's dining facility at no cost to the cadets. Cadets may elect to dine at other eating establishments at their own expense.

1.5.2.5. Medical Care. Use of DoD medical treatment facilities (MTFs) is authorized at no charge to cadets while participating in PDT (see 10 U.S.C. 2109 (b) (2) and AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Services*).

1.5.3. Travel.

1.5.3.1. Commercial Transportation.

1.5.3.1.1. Cadets are entitled to a GTR for round-trip travel from their point of departure (POD) to their PDT location. The POD is either the cadet's home or detachment, but not both. Exception: The POD for cadets residing outside the Continental United States (CONUS) and its territories (Puerto Rico, Guam, US Virgin Islands, or America Samoa) will either be the detachment or a CONUS point-of-entry designated by the cadet.

1.5.3.1.2. Cadets are authorized commercial air transportation if the air distance between the commercial terminals closest to the POD and PDT location exceeds 200 miles.

1.5.3.1.3. Commercial ground transportation is authorized for cadets who are not authorized air transportation. Ground transportation is also authorized when a cadet requests it and the costs do not exceed that of government procured air travel. CHECK WITH AFOATS FM FOR LIMITATIONS.

1.5.3.1.4. Detachments are responsible for making reservations and procuring tickets for cadet travel on the dates specified by HQ AFROTC/DOXS. Exceptions: HQ AFROTC/DOXS will handle travel arrangements for FERL. The United States Air Force Academy (USAF) will provide airline tickets for FLI.

1.5.3.1.5. Detachments must procure tickets from an authorized government ticketing agent. Detachments will review all tickets for accuracy and compliance with the Joint Federal Travel Regulations (JFTR).

1.5.3.2. Privately Owned Vehicle (POV).

1.5.3.2.1. Cadets are authorized, but discouraged, from driving to their PDT location. Cadets choosing to drive will submit their itinerary to their detachment's PDT Project Officer for review.

1.5.3.2.2. Cadets will be subject to the regulations governing POV use at their PDT location. Cadets must bring proof of insurance and vehicle registration for in processing.

1.5.3.2.3. Cadets will be reimbursed per the JFTR at the current mileage rate not to exceed the cost of the GTR between the POD and PDT location.

1.6. Post Training Actions.

1.6.1. After-Action Reports.

1.6.1.1. Within 15 days of returning to the detachment, all cadets are required to submit to their detachment commander, via e-mail, an after-action critique detailing their PDT experience.

1.6.1.2. Detachment commanders will prepare a report summarizing the positive and negative highlights of the cadets' PDT experiences. Only the commander's summary will be forwarded electronically to HQ AFROTC/DOXS no later than 15 October. Maintain copies of the cadets' after-action reports on file at the detachment.

1.6.2. Training Report.

1.6.2.1. PDT host officers and/or base directors are required to complete an AF IMT 475, **Education/Training Report**, on cadets who are evaluated as not meeting standards. Copies of this report will be sent to HQ AFROTC/DOXS and the cadet's detachment. Detachments will file these reports in section II of the cadet's FPRG.

1.6.2.2. Training Reports are not required for cadets who meet program standards.

1.6.3. Elimination Inquiry. Detachment commanders will conduct an inquiry on any cadet who self-eliminates, is eliminated from any PDT program, or is involved in activities that harms the reputation of AFROTC while attending PDT. Should the inquiry show a cadet was eliminated for any of the reasons listed below, an official investigation for disenrollment must be conducted according to the procedures in AFROTCI 36-2011.

1.6.3.1. Lack of discipline, motivation, or physical preparation.

1.6.3.2. Lying, cheating, or stealing.

1.6.3.3. Involvement with civil or military authorities as listed in AFROTCI 36-2011.

1.6.3.4. Evaluated as not meeting standards on the AF IMT 475.

1.6.3.5. Cancellation of a PDT assignment without prior region and HQ AFROTC/DOXS approval.

Chapter 2

Base Visit Program

2.1. Overview.

2.1.1. Program Objectives. The objectives of this program are to:

2.1.1.1. Motivate applicants toward entry into AFROTC and members of the General Military Course (GMC) toward entry into the Professional Officer Course (POC) with the overall goal of recruiting and retaining members to produce future Air Force officers.

2.1.1.2. Acquaint cadets with specific duties performed by Air Force officers to assist them in selecting a specific career field.

2.1.1.3. Allow cadets and applicants to observe Air Force operations and experience Air Force life.

2.1.2. Deviations and Waivers. Do not deviate from the policies and guidance in this Air Force Reserve Officer Training Corps Instruction (AFROTCI), except when necessary to protect personnel or equipment from an unsafe situation not covered by this AFROTCI and immediate action is required. Report deviations or exceptions without waiver through channels to HQ AFROTC/DOXS.

2.1.2.1. Waiver authority for the contents of this document is HQ AFROTC/DO unless otherwise specified in this instruction.

2.1.3. Program Methodology. To meet the program objectives, AFROTC detachments visit installations to observe Air Force operations. Visits should be planned to expose the cadets to a variety of Air Force missions to show the range of career fields that exist for officers. Considering that the base visit may be the first exposure cadets have to the “real” Air Force, activities should be geared towards inspiring cadets towards service as an Air Force Officer.

2.2. Program Responsibilities.

2.2.1. HQ AFROTC/DO will

2.2.1.1. Provide oversight and maintain overall responsibility for the base visit program.

2.2.2. HQ AFROTC/DOXS will

2.2.2.1. Serve as approval authority for base visits requiring HQ AFROTC funding.

2.2.2.2. Produce active duty travel orders and cadet transportation orders.

2.2.3. HQ AFROTC/DOSR will

2.2.3.1. Serve as point of contact for cadet lodging and meal payments (see paragraph 2.4.1.).

2.2.4. Detachment Commanders will

2.2.4.1. Be responsible for the development of the detachment's base visit program.

2.2.4.2. Ensure the objectives of the base visit program are being met.

2.2.4.3. Determine applicants' eligibility to participate in base visits.

2.2.4.4. Approve the passenger list for all visits.

2.2.4.5. Validate all participants requiring funded transportation meet eligibility requirements.

2.2.4.6. Ensure cadets are placed on base visit orders using AFROTC IMT 3, **Base Visit Request Worksheet and Checklist**, ([Attachment 9](#)).

2.3. Travel Eligibility.

2.3.1. The following individuals are eligible to attend base visits: AFROTC cadets, AFROTC applicants, and approved escorts.

2.3.1.1. For the purposes of base visits, an AFROTC applicant is a student who meets these requirements.

2.3.1.1.1. Age 14 or older.

2.3.1.1.2. Completed junior year of high school.

2.3.1.1.3. United States citizen or eligible for United States citizenship.

2.3.1.1.4. Not have any conditions that make the student ineligible for AFROTC membership.

2.3.1.1.5. Completed an AFROTC IMT 20, **Application for AFROTC Membership**.

2.3.2. The following individuals are eligible to attend base visits provided no additional Government funds are expended to transport them (i.e. space is available on the bus): Silver Wings members, spouses of cadets, **special students** (i.e. enrolled students that are not being pursued for a commission), ROTC cadets from other services, and additional detachment staff members on leave status.

2.3.3. Up to five officials from the host institution may participate on a base visit on a space-available basis.

2.3.4. Members of the news media may participate on a base visit only with coordination and approval from HQ AU/PA.

2.3.5. Non-US citizens may participate in base visits per AFOATSI 36-2017, *AFROTC College Program*. However, they are not entitled to reimbursement for personal expenses incurred on a base visit and must travel on space available basis only. Detachment commanders should use discretion in allowing participation when a non-US citizen does not meet other non-citizenship related cadet membership standards.

2.3.6. Family members of detachment staff are specifically prohibited from participating in base visits unless they fall into one of the eligible categories.

2.3.7. Airman Education Commissioning Personnel are not eligible to participate in base visits.

2.4. Funded Base Visit Authorizations.

2.4.1. AFROTC may fully fund two base visits each fiscal year per detachment. Funding will cover cadet transportation and escort officer per diem. Base visits are not formal training; therefore, cadets are not *entitled* to any pay or reimbursements (i.e., meals and lodging are at cadet expense). However, HQ AFROTC/DO has the discretion to cover cadet expenses if funding is available. On-base lodging and meals should be used to help limit cadet out-of-pocket expenses.

2.4.1.1. One escort is authorized for every 25 students. This authorization is based upon the number of students that actually go on the visit. An escort, either officer or NCO, will accompany cadets on the base visit and are held responsible for the actions and conduct of the cadets in their charge. Escorts must belong to the detachment's cadre.

2.4.2. Detachments located outside the CONUS (Detachments 001, 175, 755, and 756) may be authorized commercial air for those individuals listed in 2.3.1. for one base visit per year.

2.4.3. Detachments with over 150 AFROTC cadets may be authorized three funded base visits each fiscal year.

2.5. Transportation. POVs are not authorized for funded base visits.

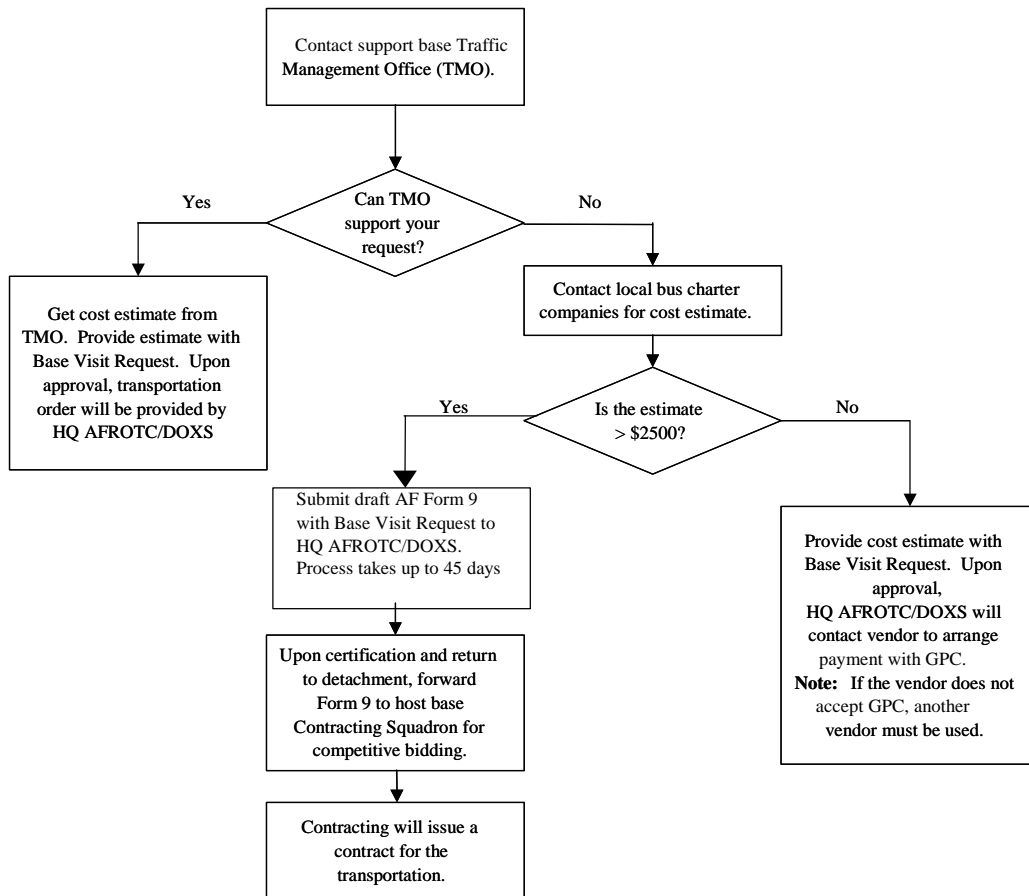
2.5.1. Ground Transportation. Ground transportation is limited to 700 miles from the point of departure. Ground transportation is authorized by the following methods:

2.5.1.1. Chartered Ground Transportation. Transportation should be contracted through the support base's Traffic Management Office (TMO) as the first option. If the TMO is unable to support the proposed visit, contact your support base Contracting Office to get a cost estimate from a local bus company. See Figure 2 for the process. Note: Detachment commanders must ensure all chartered ground transportation expenses are included in the contract. Hence, lodging, meals, salaries, and other driver expenses are borne by the contractor and are not to be recognized and reimbursed separately.

2.5.1.2. Government Vehicles. Government vehicles obtained from the support base Transportation Squadron may be used if it is at no cost to AFROTC, including fuel. O&M funds may be used to cover TDY costs for a support base driver/escort. The driver must be a military member or government employee and related TDY costs must not exceed the cost of chartering ground transportation.

2.5.1.2.1. Use of GSA vehicles in connection with the base visit program may be used within the constraints of the AFROTC GSA program. **Note:** HQ AFROTC/DO is unable to authorize additional mileage for GSA vehicles assigned to detachments. GSA mileage allocation is handled at the Region level.

2.5.1.3. Commercially Rented Vehicles. Commercial rental vehicles will be authorized when suitable government contracted transportation is not available. Requests and reservations for commercial vehicle rentals, including university vehicles, should be directed through the support base TMO passenger section. Payment for the rental vehicle can only be made by the Government Purchase Card (GPC) held by HQ AFROTC/DOXS. Payment for the rental vehicle will not be made prior to the Base Visit.. The escort officer will pay for fuel and will be reimbursed upon travel voucher settlement. Cadets are not authorized to drive rental vehicles.

Figure 2.1. Process for Arranging Ground Transportation

2.5.2. Military Airlift.

2.5.2.1. Military airlift is limited to those individuals listed in 2.3.1. They must be in uniform, on an authorized absence from school, and travel must be within the CONUS.

2.5.2.1.1. Media members may be authorized to accompany the group provided permission has been obtained from HQ AFROTC/CC. Forward these requests to HQ AU/PA. HQ AU/PA will coordinate with HQ AETC/PA and the MAJCOM owning the aircraft prior to submitting the request to HQ AFROTC/CC for approval. State the names and media affiliation of personnel accompanying the cadets and include justification for the trip. Provide notification of intent NLT 45 days before travel date.

2.5.2.2. Detachments seeking military airlift for a base visit must have written verification from the airlift unit that AFROTC will not be charged for the airlift. Authority for cadets to travel on military aircraft is contained in DOD 4515.13-R,

Air Transportation Eligibility. Note: Space required (mission essential and directed) military airlift is prohibited.

2.5.2.3. Most units providing airlift need validation of the requirement to transport cadets. If required, detachments will use a DD Form 2768, **Military Air Passenger/Cargo Request** to request validation. Submit unsigned DD Form 2768 to HQ AFROTC/DOXS with the following blocks filled with the following information:

2.5.2.3.1. Block 1: Check the box prior to "Priority 3."

2.5.2.3.2. Blocks 2a and 2c: Leave blank.

2.5.2.3.3. Block 2b: Enter the statement, "Participate in Air Force ROTC Base Visit."

2.5.2.3.4. Block 3: Fill in with total number of passengers.

2.5.2.3.5. Block 4: Enter the name, rank, and duty title of the senior passenger (escort officer).

2.5.2.3.6. Block 5: Leave blank.

2.5.2.3.7. Block 6, Leg 1: Fill in with information for outbound trip (detachment to base).

2.5.2.3.8. Block 6, Leg 2: Fill in with information for return trip (base to detachment).

2.5.2.3.9. Blocks 7 and 8: Leave blank.

2.5.2.3.10. Block 9: Enter Point of Contact information for a person at the detachment who will not be on the aircraft.

2.5.2.3.11. Block 10: Leave blank.

2.5.2.3.12. Block 11: Enter the following statement, "Request travel on the dates indicated on the front of form for Air Force ROTC cadets and staff. Travel must be at no cost to AFROTC."

2.5.2.3.13. Block 12: Enter the information for the AFROTC Detachment Commander.

2.5.2.3.14. Block 12f: AFROTC Detachment Commander's signature.

2.5.2.3.15. Block 13: Leave blank.

2.5.2.3.16. Block 14: Enter the information for the same person listed in Block 4.

2.5.2.3.17. Block 14f: Signature of person listed in Block 14a.

2.5.2.4. If the group is stranded during a base visit due to unforeseen unavailability of military aircraft to return the group to its point of origin, contact HQ AFROTC/DOXS to arrange the most cost effective means of completing the base visit. The priority is to get the travel party back to their detachment, not to ensure students meet their normal class schedules.

2.5.3. Commercial Air. Commercial air is authorized only for detachments located outside the CONUS. Only those individuals listed in 2.3.1 are eligible for funded transportation. Reservations and ticketing must be arranged through the detachment's servicing Commercial Ticketing Office (CTO) (e.g. Sato Travel).

2.6. Planning and Approval.

2.6.1. Planning Requirements.

2.6.1.1. Base visit trips are limited to 4 total days.

2.6.1.1.1. Maximum of one travel day in each direction.

2.6.1.2. Itineraries for each non-travel day of a base visit must include at least 5 hours of activities to observe Air Force personnel at work, watch air shows and visit military museums. Note: Meals, shopping stops (e.g. exchange, clothing sales, etc.), stops at MWR facilities, and Leadership Laboratory events (e.g. running confidence courses, drill practices, etc.) are not counted towards the minimum hours.

2.6.1.2.1. Other activities are authorized provided provisions of 2.6.1.2 are met. Note: Use of government vehicles or appropriated funds are authorized for activities of a government or military nature only.

2.6.1.3. Visits are not authorized to any point outside the continental United States. Exceptions: Detachments in Alaska and Hawaii may visit in-state installations. Detachments in Puerto Rico may visit installations inside the continental United States.

2.6.1.4. The United States Air Force Academy, United States Naval Academy, and United States Military Academy (West Point) are prohibited as base visit destinations. Visits to these institutions may be scheduled as a side trip on a base visit.

2.6.1.5. Due to end-of-year financial constraints, HQ AFROTC/DOXS will consider base visits for September, however, these requests **MUST** arrive at HQ AFROTC/DOXS by 15 Jul in order to be considered. There will be no exceptions. Late requests will not be considered for approval. For October, only base visits that do not require AF IMT 9s will be considered in order to accommodate fiscal funding constraints.

2.6.1.6. AFROTC IMT 3, **Base Visit Request Worksheet and Checklist**, ([Attachment 10](#)) is required at least 45 days prior to the proposed date of departure from the detachment.

2.6.2. Initial Planning.

2.6.2.1. Contact the installation to be visited to ensure they will be able to support the visit. The detachment commander may communicate directly with the wing commander for this purpose, if necessary.

2.6.2.2. Contact the public affairs office at the base to be visited to set a date for the visit and establish a tentative itinerary. Inform the base PA of the number of cadets participating, number of proposed days for the visit, and if overnight stays are anticipated.

2.6.2.3. Confirm with the installation which facilities will be available for use by the cadets and other participants. Cadets, institution officials, and other civilians on a base visit are normally considered guests of the base commander. The base visit does not automatically provide for the use of on-base facilities such as the officers' club, theater, dining halls, gym, etc. If the escort officers are not members of the officers' club at their support base or another Air Force base, cadets cannot expect use of the base club facilities without prior permission of the wing commander.

2.6.2.4. Contact the base billeting office to arrange billeting. Escorts must be lodged in the same type of facilities (co-located or close proximity) as cadets. If on-base billeting is not available for the entire group, plan for off-base lodgings. Escort orders will state the group must be billeted together for crew integrity. Ensure lodging facility (whether on or off-base) contacts HQ AFROTC/DOSR prior to the start of the base visit to arrange for cost estimates and to ensure payment rules are understood (e.g. AFROTC pays for cadets only; AFROTC will not pay for bus driver rooms; do not charge cadre credit cards for cadet rooms; etc.). Note: Check with your host base finance office if they require a statement from billeting for reimbursement for off-base lodging.

2.6.2.5. Make tentative plans for base visit transportation IAW 2.5. Obtain cost estimates. For trips involving air travel, do not forget to include plans and cost for ground transportation at the base visit location.

2.6.2.6. Check with nearby detachments. If passenger space is available for a base visit, make every effort to use this space by making seats available to cadets from other detachments. This will increase the availability of base visit for cadets.

2.6.3. Approval.

2.6.3.1. Submit a complete base visit request package to HQ AFROTC/DOXS no later than 45 days prior to the planned departure date from the detachment. The request package must include a completed and signed AFROTC IMT 3 ([Attachment 10](#)). The package will also include a draft AF IMT 9, **Request for Purchase**, ([Attachment 11](#)), if required. The package must include a memorandum of financial release if military airlift is planned.

2.6.3.2. HQ AFROTC/DOXS will notify detachments by e-mail or telephone as to whether the visit has been approved, disapproved, or requires additional information/clarification to process. Until approval is received from HQ AFROTC/DOXS, detachments are prohibited from entering into any agreements that obligate government funds.

2.6.3.2.1. Base visits may be disapproved for failure to meet base visit program requirements or for excessive cost per cadet. Once disapproved, another 45 day window applies to any new base visit request requiring the processing of an AF IMT 9.

2.6.4. Post-Approval Actions.

2.6.4.1. HQ AFROTC/DOXS will generate travel orders for the escort(s) and any transportation orders.

2.6.4.2. HQ AFROTC/DOXS will coordinate with the detachments and vendors for those payments made through GPC.

2.6.4.3. HQ AFROTC/DOSR will coordinate with lodging and meal facilities to arrange payment for cadet meals and lodging.

2.6.4.4. Detachments will verify continued cadet interest before finalizing transportation requirements and reservations. Contracts with transportation vendors often contain penalty clauses if they are cancelled.

2.6.4.5. Detachments will generate base visit orders for cadets ([Attachment 9](#)) and invitational orders for other participants.

2.6.4.6. Detachments will ensure lodging facility provides HQ AFROTC/DOSR with faxed cost estimate and lodging facility accounting office point of contact or manager (not the front desk clerk) prior to the start of the base visit.

2.6.4.7. Detachments will ensure host base dining facility point of contact name and phone number is provided to HQ AFROTC/DOSR prior to the start of the base visit.

2.6.5. After-Action Report. An after-action report ([Attachment 12](#)) must be submitted on all base visits. The report will include a revised itinerary that reflects the actual activities of the visit. Detachments will forward an electronic copy of this report to HQ AFROTC/DOXS within 45 days after completion of travel, or within 15 days after cancellation of the visit. Include the total cost of the transportation and escort officer per diem, and the number of cadets that attended. Escort officers must also submit a copy of their paid settlement voucher and a copy of the GTR, SF 1449, **Solicitation/Contract/Order for Commercial Item**, or other proof of transportation cost with a hardcopy of the report (mailed or faxed). Failure to provide all required after action items, to include cadre travel vouchers, may result in the disapproval of future base visits.

Chapter 3

AFROTC Flight Orientation Program

3.1. Description. This program is designed to assist recruiting and retention initiatives. AFROTC cadets in good standing are eligible to participate in the AFROTC Flight Orientation Program. Cadets may receive up to 4 front seat and 4 back seat sorties during their entire tenure in AFROTC. The total number of participating AFROTC detachments is limited by fiscal constraints and the ability of the local CAP wing to provide orientation flight support (see AFROTC/CAP Memorandum of Agreement, located at <https://hq.afoats.af.mil/>).

3.2. Objectives. The program is intended to be a recruiting and retention tool, provide an avenue to share resources between the two organizations, instill interest in joint air and space activities, and provide an orientation flight program for participating AFROTC cadets in each detachment.

3.3. Program Responsibilities.

3.3.1. HQ AFROTC/DOXS is responsible for coordinating with HQ CAP-USAF/XO on detachment participation, flying hours per detachment, program administration, changes to the memorandum of agreement, and certifying receipt of cadet orientation flights.

3.3.2. AFROTC detachment commanders are responsible for ensuring monthly reports of orientation flights and other CAP activities are provided to their respective local CAP Wing, who will then forward to HQ AFROTC/DOXS.

3.3.3. Scheduling orientation flights is a joint responsibility of the supporting CAP wing and the AFROTC detachment. An effective working relationship is essential for a successful program.

Chapter 4

Orientation Flights

4.1. Objectives. Orientation flights are designed to give cadets a practical indoctrination to Air Force flight operations. Aircraft serve as flying laboratories to demonstrate flying methods and techniques. Orientation flights aboard fixed or rotary-wing aircraft are designed to supplement the cadets' classroom instruction and motivate qualified cadets towards service as an Air Force officer.

4.2. Authorization for Orientation Flights.

4.2.1. The detachment commander is the designated authority to approve orientation flights for cadets, applicants, and institutional officials. Note: Cadets under legal age (18 years in most states) require parental approval in writing.

4.2.2. Prior approval from HQ AU/PA is required for orientation flight requests for civilians, institution officials, dignitaries (i.e., mayor or congressman) or representatives of the information media (i.e., press or TV). These requests must be submitted to HQ AU/PA in accordance with AFOATSI 35-101, *AFOATS Public Affairs Program*.

4.3. Planning Orientation Flights. The detachment commander or designated representative will make all arrangements for support through direct coordination with the base or unit furnishing the airlift. This includes support from the Air National Guard and AF Reserves. The detachment commander will designate an officer or non-commissioned officer (NCO) as the primary escort for the purpose of supervising cadet groups on orientation flights.

4.4. Limitations. Flights must terminate at the point-of-origin and have no en route stops of more than two hours. Furthermore, flights are not authorized to any point outside the continental limits of the United States. Exception: Orientation flights within Alaska, Hawaii, and Puerto Rico and between CONUS for Detachments 001, 175, 755, and 756 are authorized (see DOD 4515.13-R, *Air Transportation Eligibility*). Flights that require absence from the detachment in excess of 12 hours are considered a base visit and therefore require submission of a formal base visit request.

4.5. Cadet Flight Clothing. Cadets will wear their uniform during all visits to Air Force installations and during all flights in United States Air Force aircraft.

Chapter 5

Space Available Travel

5.1. Overview.

5.1.1. Description. The detachment commander may authorize travel for AFROTC cadets who are on contract. This privilege applies only to travel aboard military aircraft (see DOD 4515.13-R, *Air Transportation Eligibility*).

5.1.2. Limitations. CSP and POC cadets may travel Space-A during authorized absences from school if they are not commissioned and:

5.1.2.1. Travel is within and between the CONUS, Alaska, Hawaii, and US Territories only (see DOD 4515.13-R, *Air Transportation Eligibility*).

5.1.2.2. They have a Reserve ID card.

5.1.2.3. The cadet has a completed DD Form 1853, **Verification of Reserve Status for Travel Eligibility**, in their possession.

5.2. Procedures. Cadets desiring Space-A travel will submit a written request to the detachment commander. Before completing the DD Form 1853, **Verification of Reserve Status for Travel**, Part B, the detachment commander will ensure each individual meets the standards of dress and personal appearance expected of AFROTC cadets. In addition, thoroughly brief cadets before departure on the following:

5.2.1. The appropriate uniform is required while traveling space available. Maintain a high standard of dress and personal appearance at all times. Failure in any area can result in refusing permission to board the aircraft or removal at intermediate stops.

5.2.2. Cadet priority for travel is low and there is no guarantee travel can be completed within the planned time period.

5.3. IMTs/Forms.

5.3.1 Prescribed IMTs. AFROTC IMT 3 **Base Visit Request Worksheet and Checklist**, AFROTC IMT 5, **Cadet Professional Development Training Assignment Briefing Checklist**, AFROTC IMT 6, **Professional Development Training (PDT) Unit Processing Checklist**, AFROTC IMT 7, **AM-490 Medical Certification**, AFROTC IMT 8, **Medical Certification for Combat Survival Training (CST)**, AFROTC IMT 9, **Professional Development Training Volunteer Statement**.

5.3.2 Adopted IMTs/Forms. DD Form 93, **Record of Emergency Data**; DD Form 1351-2, **Travel Voucher or Subvoucher**; DD Form 1853, **Verification of Reserve Status for Travel**; DD Form 2351, **DoD Medical Examination Review Board (DODMERB) Report of Medical Examination**; DD Form 2768, **Military Air Passenger/Cargo Request**; SF 88, **Medical Record-Report of Medical Examination**; SF 93, **Report of Medical History**; SF 1199A, **Direct Deposit Sign-Up Form**; VA SGLV-8286, **Servicemen's Group Life Insurance (SGLI) Election and Certificate**; AF IMT 9, **Request for Purchase**; AF IMT

475, **Education/Training Report**; AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty**; AFROTC IMT 16, **Officer Candidate Counseling Record**; AFROTC IMT 20, **Application for AFROTC Membership**; DD Form 2058, **State of Legal Residence Certificate**; Form W-4, **Employee's Withholding Allowance Certificate**.

STEVEN E. WAYNE
Colonel, USAF
Commander, Air Force ROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References.

DOD 4515.13-R, *Air Transportation Eligibility*

AFI 24-301, *Vehicle Operations*

AFI 36-3003, *Military Leave Program*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Services (MHSS)*

AFI 48-123, *Medical Standards for Flying Duty*

AFOATSI 35-101, *AFOATS Public Affairs Program*

AFROTCI 36-2007, *AFROTC Weight and Fitness Programs*

AFROTCI 36-2010, *AFROTC Field Training Program*

AFROTCI 36-2011, *Administration of AFROTC Cadets*

AFROTC/CAP Memorandum of Agreement

Abbreviations and Acronyms.

AAT - Army Airborne Training

AETC - Air Education and Training Command

AFAFF - Air Force Academy Freefall

AFOATS - Air Force Officer Accession and Training Schools

AFROTC - Air Force Reserve Officer Training Corps

AFROTCI - AFROTC Instruction

AFSC - Air Force Specialty Code

APFT - Army Physical Fitness Test

AS - Aerospace Studies

ASSIST - AS100 Special Training

BDU - Battle Dress Uniform

BREX - British Exchange Program

CAP - Civil Air Patrol

CE - Civil Engineering

CONUS - Continental United States

CRO - Combat Rescue Officer

CSP - College Scholarship Program

CST - Combat Survival Training

CTA - Cadet Training Assistant

CTO - Commercial Ticketing Office

DISA - Defense Information Systems Agency

DODPM - Department of Defense Pay Manual

DODMERB - Department of Defense Medical Review Board

EAD - Extended Active Duty

FAST - Flight Awareness Summer Training

FERL - Field Engineering and Readiness Lab

FLI - Foreign Language Immersion

FOP - Flight Orientation Program

FPRG - Field Personnel Record Group

FT - Field Training

GMC - General Military Course

GPC - Government Purchase Card

GSA - General Services Administration

GTR - Government Transportation Request

HBCU - Historically Black Colleges and Universities

IAW - In Accordance With

ID - Identification

JFTR - Joint Federal Travel Regulation

MI - Minority Institution

MTF - Medical Treatment Facility

MWR - Morale, Welfare and Recreation

NCO - Non-commissioned Officer

NOP - Nurse Orientation Program

OAF - Operation Air Force

OPR - Office of Primary Responsibility

OS - Overseas

OSI - Office of Special Investigations

PA - Public Affairs

PDT - Professional Development Training

PFT - Physical Fitness Test

POC - Professional Officer Course

POD - Point of Departure

POV - Privately Owned Vehicle

PPL - Private Pilot License

RSP - Rising Sophomore Program

SECAF - Secretary of the Air Force

SGLI - Servicemen's Group Life Insurance

SOAR - AF Academy Soaring

SPACE-A - Space Available

STO - Special Tactics Officer

SPLFT - Spacelift

TMO - Traffic Management Office

UAS - University Air Squadron

USAFA - United States Air Force Academy

VAQ - Visiting Airman's Quarters

VOQ - Visiting Officer's Quarters

Attachment 2

DESCRIPTION OF PDT PROGRAMS

A2.1. Army Airborne Training (AAT) Program.

A2.1.1. Description. AAT is a 24-day program comprised of strenuous physical training, conditioning, ground and tower training, and culminates in five static-line parachute jumps. Daily physical training and formation runs are conducted in hot and humid conditions. Formation runs (3 to 5 miles) at an average pace of 7 to 9 minutes per mile are conducted in BDU and running shoes after strenuous exercise. Upon successful completion, cadets are awarded a basic parachutist rating. All training is conducted at Fort Benning, GA. Participation is limited to qualified AS300 cadets. AS400 cadets and completed cadets may also volunteer for AAT provided they have not previously attended AAT at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.1.2. Physical Requirements.

A2.1.2.1 To attend AAT, cadets must be among the most physically and mentally fit in AFROTC and must pass the Army Physical Fitness Test (APFT). Minimum APFT requirements are outlined in Figure A2.1.

Figure A2.1. AAT Fitness Requirements.

Male		
<u>Event</u>	<u>Requirement</u>	<u>Time</u>
Pushups	42	Within 2 Minutes
Sit-ups	53	Within 2 Minutes
2-Mile Run	—	15:54
Female		
<u>Event</u>	<u>Requirement</u>	<u>Time</u>
Pushups	19	Within 2 Minutes
Sit-ups	53	Within 2 Minutes
2-Mile Run	—	18:54

Note: APFT will be accomplished wearing PT uniform and athletic shoes. The test sequence is pushups, sit-ups, and the 2-mile run. Cadets may take up to 10 minutes to recover between events.

A2.1.2.2. Candidates for AAT must successfully complete the above APFT before being nominated, and again no later than 2 weeks prior to departing school for the summer. If a cadet fails to successfully complete any part of the APFT, the detachment will immediately remove the cadet from volunteer status and notify the region commander and HQ AFROTC/DOXS.

A2.1.2.3. Prepare an official memorandum, signed by the detachment commander, to document the successful completion of the APFT. Ensure a copy of the official memorandum is in the cadet's folder. Cadets are required to pass a physical fitness test upon arrival at Ft Benning, GA. Those who fail to meet or maintain standards will be sent home.

A2.1.3. Medical Requirements.

A2.1.3.1. All cadets attending AAT must have a current flying class III physical (or higher) dated within 12 months of the class graduation date. Cadets must have their physical examination recorded on a SF 88, **Report of Medical Examination**. The SF 88 must be marked "is qualified" with "Airborne Training" typed or stamped in block 77 (old form) or block 46 (new form).

A2.1.3.2. Medical examinations certified by DODMERB or HQ AETC/SG are valid for 12 months from the date of examination for the purpose of attending airborne training. Detachments not located near Army facilities should transfer the cadet's DD Form 2351, **DoD Medical Examination Review Board (DODMERB) Report of Medical Examination**, onto an SF 88 and forward both forms to their support base flight surgeon for certification. **Note:** The DD Form 2351 must accompany the SF 88.

A2.1.3.2.1. Medical examinations certified for pilot, navigator or non-rated flight operations do not require any further testing or evaluation. Medical examinations certified for USAF commission or missile duty require a supplemental examination. This supplemental examination may be performed by a civilian contractor or military physician and requires the completion of items 18 through 22 on the SF 88. The physician will identify any potential medical condition that would preclude airborne training.

A2.1.3.2.2. The examining physician is authorized to make a determination on qualification in item 77 (old form) or item 46 (new form) on the SF 88 using the statement "IS MEDICALLY QUALIFIED FCIII AIRBORNE TRAINING." Questionable cases should be discussed with HQ AETC/SGPS.

A2.1.3.3. Cadets must hand-carry their medical records (DD Form 2351 and SF 88. Medical records will be reviewed during inprocessing.

A2.2. AF Academy Freefall (AFAFF) Parachute Training Program.

A2.2.1. Description. AFAFF is a 12-day parachute training program and is conducted at the United States Air Force Academy (USAFA), Colorado Springs, CO. The course is comprised of strenuous physical training, conditioning, ground school, and five freefall jumps from 4,500 feet. Cadets completing all five jumps are awarded a basic parachutist rating. Cadets under 18 years of age are not allowed to attend AFAFF without parental consent.

A2.2.2. Requirements. Participation is limited to qualified AS100/AS300 (CTAs)

A2.2.2.1. Physical Requirements. To attend AFAFF cadets must be physically fit. Cadets must score at least a 75 on the AF PFT before being nominated. They must retest 2 weeks prior to departing school for the summer. In addition, cadets must complete a 10-second flexed arm hang (see [Attachment 8](#)). Test results must be documented and certified by the detachment commander on an official memorandum. A copy of the latest test results must be included in the PDT folder that accompanies the cadet to training. Detachment commanders will remove cadets from consideration if they fail to successfully complete either of the AF PFTs.

A2.2.2.2. Medical Requirements. A statement of medical fitness is required prior to entry into AFAFF. Cadets are required to meet Flying Class III medical standards. Detachments must submit an AFROTC IMT 7, **AM-490 Medical Certification** ([Attachment 4](#)) to their host base flight surgeon's office for certification. The certified AM-490 must be included in the PDT folder that accompanies the cadet to training. Maximum weight of participants cannot exceed 215 pounds.

A2.3. Air Force Academy Soaring (SOAR) Program.

A2.3.1. Description. SOAR is a 15-day program designed to give cadets the opportunity to experience the basic fundamentals of flight in non-powered glider operations. Cadets receive instruction in basic flight through ground school and actual flight, leading up to, and possibly including, cadet solo. Cadets can expect 8 to 15 flights while spending five hours each day on the flight line. The majority of instruction is conducted by upper-class USAFA cadets trained as soaring instructors. The program assumes that cadets have no previous flight experience. There are no special medical requirements for participation in this program. Training is conducted at USAFA, Colorado Springs, CO.

A2.3.2. Requirements.

A2.3.2.1. Participation is limited to physically/academically qualified AS100/AS300 (CTAs).

A2.3.2.2. Maximum weight of participants cannot exceed 230 pounds.

A2.4. AS100 Special Training (ASSIST) Program.

A2.4.1. Description. ASSIST is a 5-day program consisting of touring an active duty Air Force base escorted by an AFROTC instructor. ASSIST is conducted at Air Force installations throughout the CONUS.

A2.4.2. Requirements. Participation is limited to physically/academically qualified AS100 cadets.

A2.5. Combat Rescue Officer (CRO) Program.

A2.5.1. Description. Cadets participate in Phase II of the Combat Rescue Officer selection process at Hurlburt Field, FL. CRO Phase II consists of a 1-week evaluation to include intense physical activities in possibly inclement and humid condition, as well as, writing and briefing skills. AFROTCI 36-2018 provides the application instructions for Combat Rescue Officer. AFROTC/RR is the OPR for the application process. AFROTCI 36-2018 provides instructions for cadets to apply for this duty during their junior year. Selection is a two-phase process. Phase I is a records review and phase II is an in-person screening. Cadets who make the cut in Phase I are invited by letter to attend Phase II. AFROTC provides funding for invited cadets to attend this rigorous screening program.

A2.5.2. Requirements.

A2.5.2.1. Participation is limited to qualified AS300 and AS400 cadets that have completed AFROTC field training, as well as, all CRO Phase I training requirements provided by the 720 STG.

A2.5.2.2. A "Secret" security clearance is mandatory.

A2.5.2.3. All cadets applying for CRO must have a medical certification signed by a physician or military medical technician verifying they are physically capable of participating in combat rescue training AFROTC IMT 8, **Medical Certification for Combat Survival Training (CST)**, ([Attachment 5](#)).

A2.6. Combat Survival Training (CST) Program.

A2.6.1. Description. CST is a 20-day program incorporating combat, basic aircrew, and water survival training. Cadets must be in excellent physical condition. Training is physically and mentally demanding and accomplished at high altitude. CST is conducted at USAFA, Colorado Springs, CO.

A2.6.2. Requirements.

A2.6.2.1. Participation is limited to AS100 contract cadets and qualified AS300 cadets. AS400 cadets and completed cadets may also volunteer for CST provided they have not previously attended CST at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.6.2.2. A “Secret” security clearance is mandatory.

A2.6.2.3. All cadets applying for CST must have a medical certification signed by a physician or military medical technician verifying they are physically capable of participating in survival training ([Attachment 5](#)).

A2.7. Flight Awareness Summer Training (FAST)

A2.7.1. Description. FAST is a 3-week Air Force sponsored program, giving AFROTC cadets at HBCU and MI the opportunity to attend summer flight training. Financial support is split with AFROTC providing transportation to/from training while SAF/SB pays for all other training costs including lodging and subsistence in university facilities and a daily stipend (equal to cadet pay). Training consists of FAA ground and flight instruction. This AS100 program will take the cadet to solo flight but will not get them a pilot's license.

A2.7.2. Requirements.

A2.7.2.1. Participation is limited to qualified AS100 cadets attending Historically Black Colleges and Universities (HBCUs) or Minority Institutions (MIs) regardless of race or ethnic background. Cadets may be crosstown cadets attending an HBCU or MI.

A2.7.2.2. Cadets who already have a pilot's license will not benefit from this program and are, therefore, ineligible to participate in FAST.

A2.8. Field Engineering and Readiness Laboratory (FERL) Program.

A2.8.1. Description. FERL is a 5-week program that provides opportunities for a limited number of AFROTC cadets with entry-level civil engineering (CE) courses to get hands-on work experience in the CE career field. Cadets gain experience working with both military and USAFA instructors on actual CE projects at various Air Force bases and at the USAFA. Training consists of two weeks working with CE at a designated Air Force base and three weeks of hands-on construction activities at USAFA.

A2.8.2. Requirements.

A2.8.2.1. Participation is limited to qualified AS300 cadets. AS400 cadets and completed cadets may also volunteer for FERL provided they have not previously attended FERL at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.8.2.2. Cadet must be majoring in CE.

A2.8.2.3. Cadets participating in FERL must have a “Secret” security clearance.

A2.9. Foreign Language Immersion (FLI) Program.

A2.9.1. Description. FLI is a four-week program designed for AS300 or AS400 cadets studying a foreign language. Cadets live with a local family, study at a local university, and receive both total language and cultural immersion at an overseas location where the language is used. Cadets must contractually agree to speak only the language of study for the entire training period—failing to do so will result in program termination. HQ AFROTC/DOXS will coordinate with the USAFA program manager who will in turn arrange transportation to and from the host country via commercial air. USAFA also covers the cost of cadet housing, some meals, and tuition. Cadets are required to pay for all personal expenses. Cadets are not required to take uniforms unless the program involves a visit to the host nation’s military academy.

A2.9.2. Requirements.

A2.9.2.1. Participation is limited to qualified AS300 cadets. AS400 cadets and completed cadets may also volunteer for FLI provided they have not previously attended FLI at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.9.2.2. Cadets must possess two full years of college level studies in a foreign language or equivalent certification.

A2.10. Nurse Orientation Program (NOP).

A2.10.1. Description. NOP cadets receive hands-on training and practical knowledge as an Air Force nurse. NOP is a four-week program designed to serve as an internship in an active duty Air Force hospital. Training is conducted at Wilford Hall USAF Medical Center, Lackland AFB, TX.

A2.10.2. Requirements.

A2.10.2.1. Participation is limited to qualified AS300 cadets with a "Q" categorization. AS400 cadets and completed cadets may also volunteer for NOP provided they have not previously attended NOP at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.10.2.1. Cadet must be accepted into a valid nursing program at the university.

A2.11. Operation Air Force (OAF) Program.

A2.11.1. Description. OAF makes up a large percentage of PDT assignments. The program is divided into three categories: OAF-Continental United States (CONUS), OAF-Office of Special Investigations (OAF-OSI), and OAF-Space. Training is conducted at various Air Force installations throughout the United States and overseas. OAF consists of three weeks of general orientation and "shadowing" junior officers in various career fields. Cadet availability dates, detachment location, and the number of cadets each base can support play a significant role in the assignment process. Note: Cadets are not assigned to a specific Air Force specialty code (AFSC). The primary objective of OAF is to give cadets a greater understanding of the Air Force.

A2.11.2. Requirements.

A2.11.2.1. Participation is limited to qualified AS300 cadets. AS400 cadets and completed cadets may also volunteer for OAF provided they have not previously attended any of the OAF programs at anytime in the past and have at least one quarter or semester of college remaining after program attendance.

A2.11.2.2. Cadets participating in OAF-OSI, and OAF-SPACE must have a "Secret" security clearance.

A2.12. Rising Sophomore Program (RSP)

A2.12.1. Description. RSP is a four-week program designed to give scholarship cadets a once-in-a-lifetime opportunity to experience, first hand, everything an operational Air Force installation has to offer. RSP intends to immerse young officer prospects into the AF way of life, on an AF installation, through use of tours, hands-on experience, and a structured curriculum. It will also provide an opportunity for cadets to shadow non-commissioned officers in a variety of career fields.

A2.12.2. Requirements.

A2.12.2.1. The RSP is a SECAF-directed program mandatory for selected scholarship recipients.

A2.12.2.2. All AS100 cadets are eligible to volunteer to participate in RSP, however, first consideration will be given to scholarship recipients.

A2.13. Spacelift (SPLFT) Program.

A2.13.1. Description. SPLFT is a 3-day program designed to give cadets an orientation into space launch operations. Training dates are scheduled throughout the academic year to coincide with rocket launches in the Patrick AFB, FL or Vandenberg AFB, CA area. Cadets are educated about various aspects of the space missions. The highlight of the program is witnessing the scheduled launch. Note: Due to the inherent uncertainty of launch operations, observing a launch is not guaranteed.

A2.13.2. Requirements. Participation is open to any non-categorized AFROTC cadet who has not participated in SPLFT in the past.

A2.14. Special Tactics Officer (STO) Program.

A2.14.1. Description. Cadets participate in Phase II of the Special Tactics Officer selection process at Hurlburt Field, FL. STO Phase II consists of a 1-week evaluation to include intense physical activities in possibly inclement and humid condition, as well as, writing and briefing skills. AFROTCI 36-2018 provides the application instructions for STO. AFROTC/RR is the OPR for the application process. AFROTCI 36-2018 provides instructions for cadets to apply for this duty during their junior year. Selection is a two-phase process. Phase I is a records review and phase II is an in-person screening. Cadets who make the cut in Phase I are invited by letter to attend Phase II. AFROTC provides funding for invited cadets to attend this rigorous screening program.

A2.14.2. Requirements.

A2.14.2.1. Participation is limited to qualified AS300 and AS400 cadets that have completed AFROTC field training, as well as, all STO Phase I training requirements provided by the 720 STG.

A2.14.2.2. A “Secret” security clearance is mandatory.

A2.14.2.3. All cadets applying for STO must have a medical certification signed by a physician or military medical technician verifying they are physically capable of participating in special tactics training ([Attachment 5](#)).

Attachment 3

EXAMPLE AFROTC IMT 9, PDT VOLUNTEER STATEMENT

PDT VOLUNTEER STATEMENT							
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p><small>AUTHORITY: 10 U.S.C. 103, E.O. PURPOSE: To qualify cadets for Professional Development Training. ROUTINE USE: This information is not released outside of DOD. DISCLOSURE: Voluntary. However, without information, cadet will not be considered for PDT.</small></p>							
NAME: <u>Shawn L. Williams</u>	SSAN: <u>111-11-1111</u>						
DET #: <u>111</u>	CADET'S E-MAIL ADDRESS: <u>SWilliams@xxxxxx.edu</u>						
<p>PROGRAM (List the PDT programs you are volunteering for, in order of precedence) (See Table A3.1)</p> <p>PDT PROGRAM CODE</p> <p>1) <u>AAT</u></p> <p>2) <u>AFAFF</u></p> <p>3) <u>FAST</u></p> <p>4) <u>OAF-CONUS</u></p> <p>5) <u>SOAR</u></p> <p>What timeframe would you prefer to attend PDT? Choose one: <input type="checkbox"/> (EARLY SUMMER) <input type="checkbox"/> (LATE SUMMER) <input checked="" type="checkbox"/> (ANYTIME)</p> <p><small>(Explanation: "Early Summer" would cover approximately the period from the beginning of summer break through mid-July; "Later Summer" would cover approximately mid-July through the end of summer break.)</small></p> <p>If you are volunteering for Operation Air Force (OAF) or the AS100 Special Training (ASSIST) program, list 3 AFSCs of interest to you (in order of preference). See the list of AFSCs (Table A3.2).</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;"><u>11XX</u></td> <td style="text-align: center; width: 33%;"><u>21AX</u></td> <td style="text-align: center; width: 33%;"><u>31PX</u></td> </tr> <tr> <td style="text-align: center;"><small>1ST AFSC CHOICE</small></td> <td style="text-align: center;"><small>2ND AFSC CHOICE</small></td> <td style="text-align: center;"><small>3RD AFSC CHOICE</small></td> </tr> </table>		<u>11XX</u>	<u>21AX</u>	<u>31PX</u>	<small>1ST AFSC CHOICE</small>	<small>2ND AFSC CHOICE</small>	<small>3RD AFSC CHOICE</small>
<u>11XX</u>	<u>21AX</u>	<u>31PX</u>					
<small>1ST AFSC CHOICE</small>	<small>2ND AFSC CHOICE</small>	<small>3RD AFSC CHOICE</small>					
<p>PLACE OF DEPARTURE FOR PDT TRAVEL:</p> <p>If selected for PDT, you are authorized round-trip travel from either your home or school location to PDT. Print the city and state from where you will depart</p> <p><u>Clear Water, FL</u></p> <p>AIRPORT OF DEPARTURE: Print the city and state of commercial airport within an hour and a half of the place of departure you entered above:</p> <p><u>Tampa, FL</u></p>							
<p style="text-align: center;">CADET STATEMENT</p> <p>I understand that if I am selected for a PDT assignment, it becomes a commitment. I will attend and participate in the PDT program as scheduled. Cancellation requests will only be considered for verifiable emergencies or extreme personal hardship.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: bottom;"> <u>Shawn L. Williams</u> <small>SIGNATURE OF CADET</small> </td> <td style="width: 50%; vertical-align: bottom;"> <u>14 Jan 04</u> <small>DATE</small> </td> </tr> </table>		<u>Shawn L. Williams</u> <small>SIGNATURE OF CADET</small>	<u>14 Jan 04</u> <small>DATE</small>				
<u>Shawn L. Williams</u> <small>SIGNATURE OF CADET</small>	<u>14 Jan 04</u> <small>DATE</small>						
<p style="text-align: center;">THIS SECTION FOR CADRE USE ONLY</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> AS YEAR <u>300</u> SEX <u>m</u> AGE <u>21</u> DOB <u>4 MAR 82</u> SEC CLEARANCE <u>S</u> FT COMPLETION DT <u>27 JUL 03</u> CLASS RANKING <u>3/14</u> </td> <td style="width: 50%; vertical-align: top;"> HEIGHT/WEIGHT <u>72/195</u> PFT SCORE <u>428</u> AFAFF PFT <u>P</u> (if applicable) AAT PFT <u>P</u> (if applicable) 3-LETTER AIRPORT CODE <u>TMP</u> (from travel office) ACADEMIC MAJOR <u>4DYY</u> </td> </tr> </table> <p><small>Note to CADRE: Please check eligibility requirements carefully to confirm cadet is eligible for the programs above. Additionally, double-check SSAN and other cadet information on this sheet for accuracy.</small></p> <p style="text-align: center;"><u>DMZ</u> CADRE Initials</p>		AS YEAR <u>300</u> SEX <u>m</u> AGE <u>21</u> DOB <u>4 MAR 82</u> SEC CLEARANCE <u>S</u> FT COMPLETION DT <u>27 JUL 03</u> CLASS RANKING <u>3/14</u>	HEIGHT/WEIGHT <u>72/195</u> PFT SCORE <u>428</u> AFAFF PFT <u>P</u> (if applicable) AAT PFT <u>P</u> (if applicable) 3-LETTER AIRPORT CODE <u>TMP</u> (from travel office) ACADEMIC MAJOR <u>4DYY</u>				
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Table A3.1. Summer PDT Programs.

<u>Program</u>	<u>Code</u>
Army Airborne Training	AAT
Air Force Academy Freefall	AFAFF
AS 100 Special Training	ASSIST
Combat Survival Training.....	CST
Combat Rescue Officer	CRO
Flight Awareness Summer Training	FAST
Field Engineering and Research Lab	FERL
Foreign Language Immersion	FLI
Nurse Orientation Program	NOP
Operation Air Force-Continental US	OAF-CONUS
Operation Air Force-OSI	OAF-OSI
Operation Air Force-Space	OAF-Space
Rising Sophomore Program.....	RSP
Air Force Academy Soaring	SOAR
Special Tactics Officer.....	STO

Table A3.2. AFSC Table.

AFSC	DESCRIPTION	AFSC	DESCRIPTION
11XX	Pilot	62EXA	Development Engineer-Aeronautical
12XX	Navigator	62EXB	Development Engineer-Astronautical
13BX	Air Battle Manager	62EXC	Development Engineer-Comp Sys
13DX	Combat Control	62EXE	Development Engineer-Electronic
13MX	Air Traffic Control	62EXG	Development Engineer-Project
13SX	Space and Missile Operations	62EXH	Development Engineer-Mechanical
14NX	Intelligence (OAF only)	63AX	Acquisition
15WX	Weather	64PX	Contracting
16RX	Planning and Programming	65XX	Finance
21AX	Aircraft Maintenance	71SX	Special Investigations
21LX	Logistics		
21MX	Munitions and Missile Maintenance		
21SX	Supply		
21TX	Transportation		
31PX	Security Forces		
32EX	Civil Engineering		
33SX	Communications and Information (Computers)		
34MX	Services		
35PX	Public Affairs		
36MX	Mission Support		
36PX	Personnel		
38MX	Manpower		
41AX	Health Services Administrator		
42XX	Biomedical Clinician		
43XX	Biomedical Specialists		
44XX	Physician		
45XX	Surgery		
46NX	Clinical Nurse		
46FX	Flight Nurse		
46SX	Operating Room Nurse		
47XX	Dental		
48XX	Aerospace Medicine		
51JX	Legal, Judge Advocate		
52RX	Chaplain		
61SX	Scientific/Research		
61SXA	Scientific/Research-Analytical		
61SXB	Scientific/Research-Behavioral		
61SXC	Scientific/Research-Chemical		
61SXD	Scientific/Research- Physicist		
61SXE	Scientific/Research-Mathematician		

NOTE: USE ONLY THESE AFSCS. DO NOT USE ANY OTHER DESIGNATIONS, VARIATIONS OR MODIFICATIONS

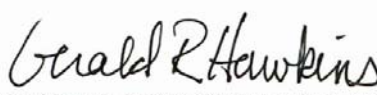
Attachment 4

EXAMPLE AFROTC IMT 7, AM-490 MEDICAL CERTIFICATION

AM-490 MEDICAL CERTIFICATION		
<p>A statement of medical fitness is required prior to entry into parachutist training (AM-490). Have your Flight Surgeon's Office complete the medical certification below and return it with your application. Questions concerning medical issues may be directed to the USAFA Flight Surgeon's office at DSN 333-5180 or commercial (719) 333-5180.</p>		
MEDICAL CERTIFICATION FOR:		
<u>Shawn L. Williams</u> APPLICANT'S NAME	<u>C/Capt</u> RANK	<u>111</u> DETACHMENT
<p>() Applicant is currently on flight/jump status and projected to be on status during the time in training. Member is cleared to participate in parachutist training and will hand-carry a copy of his current AF IMT 1042 to course in-processing.</p>		
<p>(✓) Applicant's medical records have been reviewed IAW AFI 48-123, Attachment 6, Medical Standards for Flying Duty, and no medical defects exist that disqualify the applicant for parachutist training. Ear/nose/throat and orthopedic injuries/surgeries within the past six months were evaluated by a Flight Surgeon.</p>		
<p>() Applicant is not medically qualified to enter AM-490 training.</p>		
<p>() Insufficient information available to make a determination.</p>		
<u>14 Jan 04</u> (DATE)	 GERALD R. HAWKINS, Capt, USAF, MC Flight Surgeon, 507 TACW (Signature Element and Signature of Flight Surgeon or Aeromedical Technician)	

Attachment 5

**EXAMPLE AFROTC IMT 8, MEDICAL CERTIFICATION FOR
COMBAT SURVIVAL TRAINING (CST)**

MEDICAL CERTIFICATION FOR COMBAT SURVIVAL TRAINING (CST)		
<p>A statement of medical fitness is required prior to entry into Combat Survival Training (CST) at the Air Force Academy. Have the medical facility that supports your detachment complete the medical certification below. This document must be available during in processing for CST. Questions concerning medical issues may be directed to the USAFA Flight Surgeon's office at DSN 333-5180 or commercial (719) 333-5180.</p>		
MEDICAL CERTIFICATION FOR:		
<u>Shawn L. Williams</u> APPLICANT'S NAME	<u>C/Capt</u> RANK	<u>111</u> DETACHMENT
<p>The above applicant's medical records have been reviewed and no medical defects exist that disqualify the applicant for survival training.</p>		
<u>14 Jan 04</u> (DATE)	 GERALD R. HAWKINS, Capt, USAF, MC Flight Surgeon, 507 TACW (Signature Element and Signature of Flight Surgeon or Aeromedical Technician)	

Attachment 6

EXAMPLE AFROTC IMT 5, CADET PDT ASSIGNMENT BRIEFING CHECKLIST

CADET PDT ASSIGNMENT BRIEFING CHECKLIST	
<p>The following briefing is designed to provide you with an understanding of your responsibilities prior to and during your PDT assignment. Every cadet assignment comprises a year of planning, costly resources, and the dedication of scarce manpower by the detachment, HQ AFROTC, and host bases. Any changes, deviations, or cancellations of assignments are costly and, if excessive, place the program at risk for cancellation. Please bear this in mind as you prepare for your PDT assignment.</p>	
<p>I, Cadet <u>Shawn Snuffy</u>, understand that: (initial applicable items):</p>	
A. COMMUNICATING WITH BASE DIRECTOR.	
<p>1. I am responsible to contact my base director NLT 14 days prior to my report date or the end of the spring term--whichever is earlier. If I have problems getting in touch with my base director, I will notify my detachment PDT project officer immediately. Failure to contact my base director may result in my assignment being cancelled.</p>	
<p>2. I contacted my base director on <u>00 Jan 00</u>. (DATE)</p> <p><u>Shawn Snuffy</u> (CADET SIGNATURE)</p>	<p>Cadet Initials <u>SS</u></p> <p><u>Capt Smith</u> DETACHMENT PDT PROJECT OFFICER</p>
<p>3. Upon initial contact, I will provide/verify flight arrival information, discuss military uniform and civilian clothing requirements and any other pertinent information concerning my PDT assignment. I provided my base director with my travel itinerary on <u>00 Jan 00</u>. (DATE)</p>	
Cadet Initials <u>SS</u>	
B. TRANSPORTATION.	
<p>1. I am not authorized to drive a government vehicle during my PDT assignment. If I elect to fly to my PDT assignment, I understand that I may need to rely on my host officer, the base shuttle/taxi, or USAFA cadets for transportation.</p>	
Cadet Initials <u>SS</u>	
<p>2. If I travel by POV, I understand my total travel allowances will not exceed the cost of GTR indicated on my orders.</p>	
Cadet Initials <u>SS</u>	
<p>3. I understand I will not purchase my own ticket for commercial travel (plane, train, bus, etc.). Detachment personnel will provide my tickets.</p>	
Cadet Initials <u>SS</u>	
<p>4. I am required to travel to and from PDT by the most direct and expeditious route. I understand that if I deviate from the travel itinerary arranged by my detachment, the "Death and Disability Coverage" of my Servicemen's Group Life Insurance (SGLI) may be terminated.</p>	
Cadet Initials <u>SS</u>	
<p>5. I must notify my detachment and the base director in the event my travel reservations are cancelled or cannot be confirmed (if applicable), or I decide to drop the AFROTC program before departing for training.</p>	
Cadet Initials <u>SS</u>	
<p>6. I must ensure I receive complete and accurate round trip airline tickets (if applicable).</p>	
Cadet Initials <u>SS</u>	
<p>7. I must ensure the boarding agent at the terminal takes only the applicable ticket for the respective portion of travel.</p>	
Cadet Initials <u>SS</u>	
<p>8. Hitchhiking is NOT authorized.</p>	
Cadet Initials <u>SS</u>	
<p>9. Upon arrival at my training base, I must check with the security forces at the gate to see if the base director or host officer left any special instructions for me. (If no special instructions are given, ask the security forces for directions to the billeting office.) Note: This does not apply to USAFA programs.</p>	
Cadet Initials <u>SS</u>	
<p>10. There is no requirement for the base director or host officer to meet me upon arrival.</p>	
Cadet Initials <u>SS</u>	
<p>11. I must arrive on time for my PDT assignment and I understand I must not depart from my PDT assignment early.</p>	
Cadet Initials <u>SS</u>	




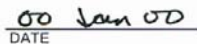
<p>12. My training BEGINS on the date and time specified in my orders. I shall arrive NO LATER THAN 1800 hrs on the "Report On" date on my orders.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>13. Spouses may <u>not</u> accompany cadets to PDT.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>14. I am responsible for any tickets and orders issued to me. I will contact my detachment immediately if my ticket is lost. I realize that loss of tickets does not excuse me from attending my PDT program and I may need to purchase a new ticket at my own expense without reimbursement.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>C. VOQ AND DINING HALL.</p>
<p>1. The Air Force will pay dining hall privileges, although I may dine at the officer's club or an off base eating establishment at my own expense. I will furnish dining hall personnel a copy of my orders.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>2. I must give the personnel at the billeting office a copy of my orders, indicating they are to bill AFROTC. If the billeting office attempts to bill me, I will instruct them to contact HQ AFROTC/DOSR at Comm (334) 953-2092 or DSN 493-2092.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>3. If a VOQ/VAQ room is not available, I will have the billeting office contact HQ AFROTC/DOSR at Comm (334) 953-2092 or DSN 493-2092.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>D. PAY.</p>
<p>1. I must take at least \$200 with me for expenses. If I attend a four-week PDT, I will need enough money for personal expenses for up to 28 days.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>2. I understand that the AFROTC fund cite number on my cadet orders will not be used to pay for any additional TDYs. If I elect to go TDY during training, I understand that I am responsible to pay my own expenses (lodging, meals, etc) if the host unit does not fund these expenses.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>3. I will receive training day pay (approximately \$27 a day) for each day of training (subject to change).</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>4. To receive training day pay, I have completed the following forms and given them to the respective detachment personnel for processing: SF Form 1199A, Direct Deposit Sign-up Form, Form W-4, Employee's Withholding Allowance Certificate, DD Form 2058, State of Legal Residence Certificate, and SGLV-8286, Servicemen's Group Life Insurance Election & Certificate.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>5. I must obtain base director certification on the bottom portion of my travel order and mail or hand-carry the order with my travel voucher to the detachment for processing.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>6. Only scholarship cadets are authorized per diem for travel days to and from training.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>
<p>7. To receive travel pay, I must complete a DD Form 1351-2, Travel Voucher or Subvoucher upon completion of my travel. Upon returning home I will sign the voucher, attach all receipts, any unused tickets, three copies of my orders and a copy of a deposit slip or voided check (for direct deposit requests) to the DD Form 1351-2. I will mail or hand-carry the completed voucher to my detachment for processing within five days of completing travel.</p> <p style="text-align: right;">Cadet Initials <u>SS</u></p>

E. PARACHUTE OR SURVIVAL TRAINING (AFAFF, AAT, OR CST).	
1. I understand that I risk loss of future commissioning and flight training if I sustain a serious injury during my training.	
Cadet Initials <u>SS</u>	
F. ORIENTATION FLIGHTS.	
1. I understand that if I do not have a current physical (less than 1 year old) and an up-to-date physiological training card, I may not receive orientation flights during my PDT assignment. I realize that AFROTC has no responsibility to schedule or fund physiological training.	
Cadet Initials <u>SS</u>	
G. SEXUAL HARRASSMENT AND FRATERNIZATION.	
1. I have been briefed and understand the Air Force policy on Sexual Harassment: NO AMOUNT OF DISCRIMINATION OR HARASSMENT WILL BE TOLERATED. As a cadet, I realize that fraternization between cadets and officers is strictly forbidden. If I experience or witness discrimination/sexual harassment, I will report it to my base director, base Military Equal Opportunity Office, base legal office, or my AFROTC detachment commander.	
Cadet Initials <u>SS</u>	
H. FAILURE TO MAINTAIN MILITARY RETENTION STANDARDS.	
1. I understand that during my PDT assignment, any failure to maintain military retention standards as defined in AFROTCI 36-2011, Administration of Senior Air Force ROTC Cadets, including making false statements and theft may result in my disenrollment from AFROTC. I will conduct myself with the honor and professionalism expected of a future leader of the Air Force.	
<u>00 Jan 00</u> (DATE)	<u>Shawn Snuffy</u> (CADET SIGNATURE)
<u>Shawn Snuffy</u> CADET (Typed/Print Name)	<u>Shawn Snuffy 00 Jan 00</u> (CADET SIGNATURE AND DATE)
I completely understand and acknowledge all of my obligations and responsibilities as an AFROTC cadet including those listed above. I am applying for training with the understanding that my PDT assignment will take precedence over any conflict with summer employment, summer school, vacation plans, or situations considered avoidable by my Detachment Commander and Region Commander. All cancellations require advance approval by my Region Commander. All unauthorized cancellations may be grounds for a conditional event or investigation for disenrollment and possible recoupment action or call to extended active duty (EAD) in my enlisted grade.	
<u>00 Jan 00</u> (DATE)	<u>Shawn Snuffy</u> (CADET SIGNATURE)
<u>111</u> DETACHMENT NUMBER	<u>Shawn Snuffy</u> TYPED NAME (LAST, FIRST, MI)
I briefed Cadet <u>Snuffy</u> on his/her responsibilities. A copy of this briefing was provided to Cadet <u>Snuffy</u> on <u>00 Jan 00</u> . (DATE)	
I certify that the cadet has contacted his/her PDT base director and provided a travel itinerary to him/her. In accordance with AFROTCI 36-2012, I have reviewed the cadet's Pre-Departure PDT Assignment Checklist as well as the documents contained in the cadet's PDT folder. All required actions have been completed. Cadet is/is not qualified to attend PDT.	
<u>00 Jan 00</u> (DATE)	<u>Capt Smith</u> DETACHMENT PDT PROJECT OFFICER OR DESIGNEE SIGNATURE

Attachment 7

EXAMPLE AFROTC IMT 6, PROFESSIONAL DEVELOPMENT TRAINING (PDT) UNIT PROCESSING CHECKLIST

PROFESSIONAL DEVELOPMENT TRAINING (PDT) UNIT PROCESSING CHECKLIST (unless otherwise stated, all references IAW AFROTCI 36-2012)			
CADET NAME <u>Cadet Snuffy</u>		PROGRAM <u>(Applicable Program)</u>	
SECTION I. PRE-DEPARTURE ACTIONS (start these actions immediately upon receipt of PDT assignment)			
PART A. HAS THE DETACHMENT:	YES	NO	N/A
1. Notified cadet of PDT assignment?	X		
2. Referred cadet to the following websites for information: www.usafa.af.mil/rotp/pdt for FERL, FLI, CST, AFAFF and SOAR; and to www.afoats.af.mil/pdt for all other PDT programs?	X		
3. Made travel reservations through the support base government ticketing office to ensure cadet arrives at PDT location as close to noon as possible but absolutely no later than 1800 on the travel date (para 1.5.3.1.4.)?	X		
4. Ensured cadet has contacted his/her base PDT host officer and provided a travel itinerary? (except for CST, FERL, FLI, AFAFF and SOAR...refer these cadets to website www.usafa.af.mil/rotp/pdt)	X		
5. Instructed cadet to keep his/her base PDT director and detachment informed of all changes?	X		
6. Helped cadet complete Form W-4, SGLI Form, State Residence Form, Direct Deposit Form? Have these forms been filed in the cadet's pay record and info entered into WINGS?	X		
7. (This item for Freefall (AFAFF), Army Airborne (AAT), and Combat Survival (CST) cadets only): Initiated all required special medical and fitness actions to ensure the requirements in PART B (on reverse) are complete prior to departure for PDT (para A2.1.3, or A2.5.2.3.)? (NOTE: These actions must be initiated immediately to ensure completion prior to PDT)	X		
8. Verified cadet has a Reserve ID card (contract cadets only)?	X		
9. Made arrangements for cadet to be issued required uniforms prior to PDT? (para 1.5.1.)	X		
10. Given cadet the most current Cadet's Guide to PDT? (download from hq.afoats.af.mil)	X		
a. Did you tell cadet to read the guide thoroughly and refer to it during PDT?	X		
b. Do the cadet and detachment personnel understand the Pay Procedures (Cadet Guide, para 3b)?	X		
11. Ensured cadet understands, initials, and signs the AFROTC IMT 5, Cadet PDT Assignment Briefing Checklist?	X		
12. Given cadet a personal copy of AFROTC IMT 5, Cadet PDT Assignment Briefing Checklist?	X		
13. Received cadet's PDT travel orders from DOXS (para 1.4.1.2.)?	X		
a. Have you and the cadet reviewed each item on the orders for accuracy?	X		
b. Have you made 10 copies of the order?	X		
c. Have you given the cadet 7 personal copies?	X		
d. Have you filed the original order in the cadet's UPRG?	X		
14. Verified cadet has the appropriate security clearance for his/her PDT program and that it's correct on the orders (para 1.3.1.2.)?	X		
15. Provided cadet with airline/bus tickets (para 1.5.3.1.4.)? (NOTE: DOXS will provide for FERL, and USAFA for FLI)	X		
a. Cadet will arrive at PDT location no later than 1800 on the travel date on the orders?	X		
b. Does cadet understand he/she must safeguard tickets and immediately contact detachment if tickets are lost or stolen?	X		
c. For e-tickets: Have you verified the CTO has been paid and the reservation converted into an e-ticket?	X		
d. Does cadet understand he/she is responsible for travel to PDT if tickets are lost?	X		

PROFESSIONAL DEVELOPMENT TRAINING (PDT) UNIT PROCESSING CHECKLIST	YES	NO	N/A
16. Military Schools: Briefed cadet that school uniform will NOT be worn at PDT (para 1.5.1.)?	X		
PART B. Special Medical and Fitness Requirements for Air Force Academy Freefall (AFAFF), Army Airborne Training (AAT), and Combat Survival Training (CST) cadets			
1. For AAT cadet: Has medical certification for Army Airborne Training been properly documented on Flying Class III Physical (SF 88) (para A2.1.3.)?	X		
2. For AFAFF cadet: Have you received the AM 490 medical certification signed by the appropriate medical authority (Atch 4)?	X		
3. For AAT and AFAFF cadets: Has cadet passed the appropriate special Physical Fitness Test (PFT) and has it been properly documented (para A2.1.2.3. or A2.2.2.2.)?	X		
4. For CST cadet: Have you obtained the signed medical certification (Atch 5)?	X		
PART C. FINAL OUTPROCESSING. PDT Cadet Package. Arrange the items below in a standard 9 1/2" x 12" file folder. Affix a label to the upper left corner of the folder containing the following information: cadet's name (last, first, MI), det #, det address, det phone number, and the name of the Det/CC. Place the folder in an envelope labeled with the cadet's name and the detachment return address. Instruct cadet to hand carry the package to his/her PDT assignment host base officer.			
1. Signed AFROTC IMT 5, Cadet PDT Assignment Briefing Checklist.	X		
2. Three copies of the cadet's PDT orders (maintain the original in the cadet's UPRG).	X		
3. PFT qualification letter (AAT and AFAFF only) (paras A2.1.2.3. and A2.2.2.2.).	X		
4. AM-490 Medical Certification (AFAFF only) (Atch 4).	X		
5. Medical certification for CST (CST only) (Atch 5).	X		
6. Certified Flying Class III exam (SF 88 with all atchs) (AAT cadets only) (A2.1.3.).	X		
7. Immunization Record (for cadets traveling overseas).	X		
8. Blank DD Form 1351-2, Travel Voucher.	X		
9. An 8 1/2" x 11" self-addressed (detachment address) envelope (for cadet to mail completed travel voucher and certified PDT orders to detachment after PDT).	X		
I certify that this cadet has met all requirements in Section I and is prepared to attend his/her PDT program.			
 SIGNATURE AND GRADE OF DETACHMENT REPRESENTATIVE		 DATE	
SECTION II: POST-PROGRAM ACTIONS (Unit ensures all actions below are completed as soon as possible after cadet returns from PDT)			
PART A. PAY PROCEDURES (Must be strictly followed for cadet to receive travel/training pay) (Cadet Guide, Atch 3)			
1. Have you received cadet's travel voucher and two copies of certified PDT orders?	X		
2. Have you reviewed the voucher and orders for accuracy and completeness?	X		
3. Did you distribute orders and travel voucher according to Atch 3 of the Cadet Guide?	X		
PART B.			
1. Did the cadet submit an after-action report via electronic means to the Detachment /CC NLT 15 days after start of Fall term (para 1.6.1.1.)?	X		
I certify that all actions on this checklist have been completed.			
 SIGNATURE AND GRADE OF DETACHMENT REPRESENTATIVE		 DATE	

Attachment 8

AIR FORCE ACADEMY FREEFALL PFT

A8.1. Detachment Testing. This test will be administered by the detachment prior to nominating a cadet for the freefall program.

A8.1.1. Description. This test consists of the AF PFT followed by the 10 second flexed-arm hang. Cadets will be allowed up to a 5-minute rest period between the run and the flexed-arm hang.

A8.1.1.1. 10 second flexed-arm hang. Begin this event in the down position (fully extended).

A8.1.1.1.1. Palms facing in with hands approximately shoulder-width apart. Chin must clear the bar at a 90-degree angle with the neck and cadet must hold the position for 10 seconds.

A8.1.2. Standards. Minimum score of 75 on the AF PFT must be achieved.

A8.2. Academy Testing. The freefall program includes a daily physical training regimen. On the first training day, cadets must demonstrate their ability to successfully complete the routine. Failure to meet minimum standards will result in the cadet's removal from training. Note: The elevation at the United States Air Force Academy is over 7000' and will affect the performance of cadets from lower elevations.

Attachment 9

SAMPLE BASE VISIT ORDER

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

Special Order ROTC-255-001

17 Feb 04

The following individuals are authorized to travel on or about 23 Feb 04 from Air Force ROTC Det 255, The University of Iowa, Iowa City, IA 52242-0001, to Tyndall AFB, FL 32403-5000, where they will participate in a base visit for orientation purposes. They will return on or about 27 Feb 04. This order does not entitle them to per diem or travel reimbursement. Authority: AFROTCI 36-2012.

Name, SSAN

Abercrombie, Jessie Lynn, XXX-XX-XXXX
Adams, Jonathan B., XXX-XX-XXXX
Bunker, Jerry L., XXX-XX-XXXX
Channing, Mia E., XXX-XX-XXXX
Dilworth, Evan J., XXX-XX-XXXX
George, William R., XXX-XX-XXXX
Jones, Samantha L., XXX-XX-XXXX
Romano, Raymond P., XXX-XX-XXXX
Smith, John V., III, XXX-XX-XXXX
Stocks, Jeffrey N., XXX-XX-XXXX
Vinnable, Valerie J., XXX-XX-XXXX
Williamson, Harry P., XXX-XX-XXXX

Name, SSAN

Abrahams, William A., XXX-XX-XXXX
Barber, Bobbie Jo, XXX-XX-XXXX
Carter, Jimmy A., XXX-XX-XXXX
Darden, Robert E., XXX-XX-XXXX
Franken, Jonathan W., XXX-XX-XXXX
Harrison, Marlene A., XXX-XX-XXXX
Kilgore, Adam S., XXX-XX-XXXX
Sample, Rodney, XXX-XX-XXXX
Smith, Ronnie J., Jr., XXX-XX-XXXX
Thomas, Linda W., XXX-XX-XXXX
Williams, Mary K., XXX-XX-XXXX

FOR THE COMMANDER

*John Q. Wells*JOHN Q. WELLS, Colonel, USAF
Commander

DISTRIBUTION:

1 – Escort Officer
1 – Each Individual FPRG
1 – Detachment

Attachment 10

EXAMPLE AFROTC IMT 3, BASE VISIT REQUEST WORKSHEET AND CHECKLIST

BASE VISIT REQUEST WORKSHEET AND CHECKLIST			
FOR HQ AFROTC/DOXS USE ONLY			
Visit Number: <u>01</u>	Transportation: TMO GPC AF IMT 9	On Orders: None	Orders: TAG TD Routine Confirmatory
REQUEST IS APPROVED / DISAPPROVED		Days PTDY	DATE RECEIVED:
Remarks:			
Date Det Notified:		DOXS Initials:	
TO: HQ AFROTC/DOXS 551 East Maxwell Blvd Maxwell AFB AL 36112-6106		Attn: <u>SSgt Allen</u> Phone: <u>(334) 953-2052 or DSN 493-2052</u> Fax: <u>(334) 953-1013 or DSN 493-1013</u>	
FROM: AFROTC DET <u>111</u> <u>123 West St</u> <u>Oakland, NY 21211</u>		Base Visit POC: <u>Capt Snuffy</u> Phone: <u>(123) 456-7891</u> Fax: <u>(123) 456-7892</u>	
Completion of this worksheet and checklist is implied compliance with the actions and directives as written. This checklist is not all-inclusive; however, it does contain the minimum requirements for approval of the requested base visit.			
Proceed Date: <u>00 Jan 00</u>		Return Date: <u>04 Jan 00</u>	
Total # Days: <u>4</u>		Base/Site and Zip Codes(s): <u>Tyndall AFB, FL</u>	
Estimated Number of Cadets: <u>43</u>			
Escort Officer(s): <u>Capt Snuffy</u>		SSAN: <u>111-11-1111</u>	Security Clearance: <u>Secret</u>
<u>SSgt Smith</u>		SSAN: <u>222-22-2222</u>	Security Clearance: <u>Secret</u>
Lodging: <input checked="" type="checkbox"/> On-Base <input type="checkbox"/> Off-Base			
Cost per Night: \$ <u>24.50</u>			
Travel via Commercial: <input checked="" type="checkbox"/> Ground <input type="checkbox"/> Air Military: <input type="checkbox"/> Ground <input type="checkbox"/> Air			
Transportation Request: <input checked="" type="checkbox"/> TMO <input type="checkbox"/> GPC <input type="checkbox"/> AF IMT 9			
Estimated Transportation Cost: \$ <u>2,000.00</u>		Per Diem Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION II - SAMPLE ITINERARY			
18 Nov 04 0900 Depart University Campus 1000 Arrive Tyndall AFB, Check into billeting 1100 Visit Aerospace Museum 1200 Lunch at Officer's Club 1300 Mission Briefing from 325th MSS 1615 Out-Brief 1700 Dinner at Officer's Club		20 Nov 04 0800 Depart Tyndall AFB 0900 Arrive University Campus	
19 Nov 04 0800 Breakfast Tour SE Regional Hurricane Warning Center (88th Weather Squadron) 1100 Lunch 1200 Tour Physiological Training Facility 1500 Tour Flight Line 1615 Out-Brief 1700 Dinner			

SECTION III - CHECKLIST

DESCRIPTION	STATUS
1. This visit complies with the objectives, limitations, and guidelines in AFROTCI 36-2012, Chapter 2 - Base Visit Program.	SS
2. I have thoroughly read and understand AFROTCI 36-2012, Chapter 2 - Base Visit Program, and further understand the base visit request package must be completed and received at HQ AFROTC/DOXS NOT 45 days prior to the scheduled departure date or risk being disapproved (Paragraph 2.6.3.1.).	SS
3. Base TMO, Contracting, or any other necessary organization has been contacted to determine and arrange for transportation (Paragraphs 2.5. and 2.6.2.5.). Additionally, an AF IMT 9, Request for Purchase , (if required) has been completed and included with the request (Paragraphs 2.5.1. and 2.6.3.1.). Any chartered transportation acquired via AF IMT 9, TMO, or GPC must include all expenses related to the driver.	SS
4. The proposed Base Visit is limited to installations with activities showing Air Force personnel at work (Paragraph 2.6.1.2.).	SS
5. AFROTC is released of financial obligation for Space-A military airlift as cited by official memorandum (attached, if applicable) (Paragraph 2.5.4.2.).	SS
6. The installation has been contacted and briefed of the proposed visit (Paragraph 2.6.2.1.).	SS
7. The proposed Base Visit Itinerary has been coordinated and approved by the base PA office (Paragraph 2.6.2.2.).	SS
8. Tentative lodging reservations for all participants have been made (if on-base quarters are not available, a non-availability statement must be obtained) (Paragraph 2.6.2.4.).	SS
9. I understand an after action report must be accomplished and received at HQ AFROTC/DOXS NLT 45 days after completion of the base visit or my detachment risks loss of future base visits (Paragraph 2.6.5.).	SS

Capt Snuffy 00 Jan 00
(SIGNATURE AND DATE)

Colonel Smith
(NAME AND RANK OF DETACHMENT COMMANDER)

Attachments:

1. AF IMT 9 (if applicable)
2. DD Form 2768 (if applicable)
3. Official Memorandum of Financial Release for Spac-A Mil-Air (if applicable)

Attachment 11

EXAMPLE BASE VISIT AF IMT 9, REQUEST FOR PURCHASE

REQUEST FOR PURCHASE				NO.	
INSTALLATION MAXWELL AFB AL (Base that will be contracting the bus)				DATE 6 Oct 04	
TO: CONTRACTING OFFICER 111 CONS/LGCV (Office Symbol at Base that will be contracting the bus)				CLASS	
THROUGH HQ AU				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (Insert RC/CC, if applicable) HQ AFROTC/DOSR					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR		FOR DELIVERY TO		NOT LATER THAN	
AFROTC Det 999		AFROTC Det 999		7 Nov 04	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
001	<p>Request commercial coach transportation to and from destination as Described below</p> <p>Number of Passengers: 40 Pick -up Date: 17 Nov 04, 0900 Return Date: 19 Nov 042, 0900 Pick -up point: University of Wynn 123 College St (College Bldg) University Town AL 36000 -0001</p> <p>Destination: Tyndall AFB FL 32403 -5000</p> <p>Suggested Source: Capital Bus Co (POC: Jane Doe) 345 S King St Montgomery AL 36001 Commercial: (555) 555 -5555</p> <p>POC at AFROTC Det 999 : Capt John A. Force Commercial: (555) 555 -5555</p> <p>THIS REQUEST DOES NOT REQUIRE THE CONTRACTOR TO USE CLASS 1 OZONE DEPLETING CHEMICALS (ODCs) IN PERFORMANCE OF THE CONTRACT.</p> <p>PAYING OFFICE: DFAS -San Antonio Operating Location 500 McCullough Avenue San Antonio TX</p>	1	Ea	\$2,600.00	\$2,600.00
TOTAL					\$2,600.00
PURPOSE					
Transport AFROTC cadets to a base visit					
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL		SIGNATURE		
6 Oct 02	JESSE W. JAMES, Colonel, USAF Commander, AFROTC Det 999		<i>Jesse W. James</i> TELEPHONE NO. (555) 555 -5555		
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE		
			<i>James M Tattoo</i>		
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
ACCOUNTING CLASSIFICATION				AMOUNT	
				\$	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE		

Attachment 12

SAMPLE BASE VISIT AFTER ACTION REPORT

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

4 Apr 04

MEMORANDUM FOR HQ AFROTC/DOXS

FROM: AFROTC Det 255
South Quad
Iowa City, IA 52242-0001

SUBJECT: Base Visit After-Action Report

Date of Visit: 23 Feb 04

Base: Tyndall AFB FL

Order Number: TAG-0270

Escort Officer: Capt Gordon J. Powell, 111-22-3333

Actual Number of Cadets: 21

Members: 19 Applicants: 2 Others: 0

Transportation Costs: \$3976.50

Per Diem Costs: Capt Powell \$287.54

Remarks: Outstanding base visit. The only problem we had was with billeting. We were informed upon arrival that most of our rooms had been re-allocated for incoming dignitaries and that we had to be billeted downtown.

Gordon J Powell

GORDON J. POWELL, Captain, USAF
Escort Officer

Attachments:

1. Final Itinerary
2. Settlement Statement (printout from finance office)
3. GTR, or Transportation Contract/Receiving Report, or Rental Invoice/Receipt